



DAVID E. JANSSEN  
Chief Administrative Officer

# County of Los Angeles CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://cao.co.la.ca.us>

November 18, 2002

To: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne Brathwaite Burke  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: David E. Janssen  
Chief Administrative Officer

Jon W. Fullinwider  
Chief Information Officer

Board of Supervisors

GLORIA MOLINA  
First District

YVONNE BRATHWAITE BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## **RISK MANAGEMENT INFORMATION SYSTEM IMPLEMENTATION PROJECT STATUS REPORT – NOVEMBER 2002**

Per your Board's instructions, we are providing a monthly status report on the progress of the Countywide Risk Management Information System (RMIS) Implementation Project.

### **Background**

On March 6, 2001, your Board approved the development and implementation of a new, state of the art, risk management information system (RMIS). Your Board further instructed the Chief Administrative Officer, County Counsel, and all affected Department Heads to develop an implementation plan for departmental use of the RMIS and instructed each Department/District Head to include in their Goals and Objectives the use of the RMIS.

In response to your Board's direction, departments made (and continue to make) substantial additional effort to participate in the implementation and plan to incorporate the use of the system within their operations. We have responded to the higher level of participation by greatly expanding the number of design and implementation meetings with the vendor and consultants to ensure that both countywide and individual departmental needs are appropriately addressed. Your Board's recent approval of a contract amendment to include a project time extension, an enterprise license purchase option, and additional data conversion services has enabled the CAO to accommodate these departments' needs.



United We Stand

### **Accomplishments**

Since our October 15, 2002 report, the following has been accomplished:

- The project team has met with County Counsel staff and reviewed the final claims and lawsuit module specifications that will be used to complete the customization of the RMIS.
- A tentative system preview schedule has been set for the CAO, County Counsel and Third Party Administrator management in mid-December.

### **Current Status**

- Risk Technologies, Inc. (RTI) and the CAO are currently working to complete the final work flows and specifications which include the most recent notes collected from County Counsel last month.
- RTI has begun to put together draft-training manuals for CAO to review for the Executive Office staff that will be trained in the beginning of 2003.
- Competing business priorities during the final phase of implementation have caused some adjustment to the milestone deadlines.

<b>Completed Project Milestones</b>	<b><u>Start Date</u></b>	<b><u>Finish Date</u></b>
JAD Session 1: Initial templates Definition	March 6, 2001	May 9, 2001
JAD Session 2: Design Concepts Complete	May 10, 2001	July 23, 2001
JAD Session 3: Document Dept. Needs	July 24, 2001	August 22, 2001
JAD Session 4: Dept Needs Continued	August 23, 2001	October 5, 2001
JAD Session 5: Finalize System Design	January 21, 2002	February 8, 2002
JAD Session 6: Final Design Review	March 11, 2002	March 14, 2002
Hardware / Software / VPN Configuration	May 1, 2002	July 31, 2002
<b>Upcoming Project Milestones</b>	<b><u>Scheduled Start Date</u></b>	<b><u>Scheduled Finish Date</u></b>
Claims and Lawsuits Design Review Process	June 2, 2002	November 30, 2002*
Departmental / TPA Users Training	August 15, 2002	January 15, 2003*
Parallel System Testing Process	October 15, 2002	January 20, 2003*
RMIS System Go Live Process	December 21, 2002	March 4, 2003
RMIS Final Testing and Acceptance	March 4, 2003	

\* These dates have been rescheduled due to competing business priorities

If you have any questions, please call Delta Uyenoyama, Chief of Risk Management Operations at (213) 974-1134.

DEJ:SNY

DU:CY:lis

c: Executive Officer, Board of Supervisors  
County Counsel